Required Paperwork For:	Required Paperwork For:	Required Paperwork For:
New Permanent Hires, including Re-hires	Hiring Current Employees	Hiring Temps, Permits, Interns
Salary Approval Worksheet	Promotion Job Offer Letter	Salary Approval Worksheet
Vacation Acceleration Worksheet	Employee Job Change Form	Temp Job Offer Letter
Job Offer Letter	IT Service Desk to set up computer and phone	Hire Form, with Healthcare Marketplace Notice
Hire Form, with Healthcare Marketplace Notice	Supervisor's Guide to Orienting New Employees	Temp Acknowledgment Form
IT Service Desk to set up computer and phone	<u>Driver's License Program</u>	IT Service Desk to set up computer and phone
Supervisor's Guide to Orienting New Employees	Employee ID and Access Card	Supervisor's Guide to Orienting New Employees
I-9 verification is now completed electronically. In		
the Job Offer letter to your new hire, there is a link		I-9 verification is now completed electronically. In the Job
instructing the candidate to complete their portion of		Offer letter to your new hire, there is a link instructing the
the I-9. Within 3 days of hire, the candidate needs to		candidate to complete their portion of the I-9. Within 3
present their original I-9 documents to your		days of hire, the candidate needs to present their original I-
department's I-9 representative to complete the		9 documents to your department's I-9 representative to
electronic process.		complete the electronic process.
<u>W-4</u>		<u>W-4</u>
<u>Declaration of Outside Employment</u>		Electronic Communication Policy
<u>Driver's License Program</u>		Electronic Communication Acknowledgment
Electronic Communication Policy		Nepotism Policy
Electronic Communication Acknowledgment		Anti-Discrimination, Harassment & Retaliation Policy
New Employee Orientation Enrollment		Phone and Voicemail Guide
		COMET-HR Self-Service Guide for Direct Deposit (see page
Benefits: Medical Plan Descriptions		<u>6)</u>
Phone and Voicemail Guide		Employee ID and Access Card
Review Drug and Alcohol Policy		
COMET-HR Self-Service Guide for Direct Deposit (see		
page 6)		
Employee ID and Access Card		